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20 June 1966

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, No. 1 (Biographic Research),  
23 May through 27 May 1966

REFERENCES : A. Course Report, CSNC No. 10, dated 7 April 1966.

B. Course Report, CS Records I, No. 1, dated 16 June 1966

Synopsis

1. This first course of the new series under the title CS Records II (Biographic Research) is not new to us. It is the direct descendant of the CS Name Check Course (see para 2 below). The course opened to ten students of a rather typical grade spread, but with a little more experience than usual in CSNC. The students had, of course, just completed the prerequisite CS Records I (Records Briefing). The current organization of CS Records II represents increased training in Biographic Research. The prerequisite training in records is more intensive, and we have now added Collation, Analysis and operational biographic report writing to the curriculum (see para 4 below). We found our course went well. We learned a lot and will do better next time, but we did well this time (see para 5 below). The students agreed, and their critiques were quite favorable (see para 7 below).

Foreward

2. Although this course is number one of a new series of courses in the Associated Programs for CS Records Training, it is the direct descendant of the CS Name Check Course. The content and the material, with the exception of added material on Collation and Analysis and an exercise in writing operational biographic reports, has been practiced and found successful for more than a year. It was, indeed, as a result of our experience with this course and with the CI Familiarization Course that the concept of the Associated Programs, Records I, II, and III, came forth. The concept of teaching records from the operational element's viewpoint, rather than the record element's viewpoint, was first practiced and found suitable here. From experience in both the CS Name Check and the CI Fam, playing down machine processing aspects of records responsibility and emphasizing human responsibility was also practiced and found effective. Nearly one-half of the lectures and demonstrations in CS Records I had been used for a year or

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GROUP 1  
Excluded from automatic  
downgrading and  
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more in the CS Name Check Course. (These remarks are made for the record in this, the first report of this new series, in order to keep the record straight.)

### Student Body

3. Ten students were enrolled as the course began. All students had just finished CS Records I on 20 May 1966 (required prerequisite). As a rule, this group had been on duty with the Agency much longer than usual. One EOD of 1966 (although the student had been a former contract employee) and another of late 1965 were the least experienced students. Grades ranged from GS-05 through GS-14 with the mean grade approximately GS-08 (see Attachment A - Roster of Students).

### Course Curriculum

4. The schedule of this course, the successor to the Name Check Course, looks very different from the schedule of CSNC. Changes, though, are less than it appears. All previous training in the various aspects of the CS Records System were transferred to CS Records I (the prerequisite), although short reviews are provided in the current curriculum. We should note that for this particular group the review was probably not necessary, but as the CS Records II concept includes the possibility that a student may take CS Records I at one time and then delay taking CS Records II, the review elements are retained in the curriculum. In the time formerly given to records training we have inserted discussion of the Collation and Analysis of Biographic Information and an exercise in writing the biographic report as the end product of the biographic research. In effect, we have added to the CSNC through prerequisite and have taken nothing away.

### Course Conduct

5. The course schedule (see Attachment B - Course Schedule) and its content stood up rather well in this, the first of the new series. We learned quite a bit about the problem of teaching the elements of collation and analysis and of writing the report. We can see where we must be more explicit in showing how to establish the identity of several possibly different individuals under examination, and will incorporate this into our next course. We must add that we can only endorse the general conclusion of other elements of OTR whose courses seek to teach the analysis and collation process - that analysis is not taught, it is learned by practice. Should we feel that we had time to do so, we would like to have at least two analytic and writing problems to provide further experience. We might also add that we would like to have at least one more research exercise. Neither of these possibilities seem in the cards, as time simply will not permit.

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6. This group, which had been together in the three class days of the preceding course, was already adjusted and ready for discussion when we began the course. We had lively interaction between student and instructor and between the students from the very beginning. This started the course off very well, and the same high level was maintained to the end. The more experienced students were also extremely cooperative and willing to share their experience, further demonstrating the value of having experienced students among the beginning researchers.

#### Student Critiques

7. All critiques commented very favorably on the course. Suggestions for improvement were at a minimum as most felt that only minor adjustments are either feasible or necessary. All would like more exercises and more time for the exercises, but we have commented upon this in the preceding paragraphs.

#### Instructors

8. All guest instructors have appeared in their same subjects in the predecessor OS Home Check Course and performed well and effectively. (See Attachment B, Course Schedule, on which instructors are noted.)

#### Conclusion

9. With minor tinkering with the matter of the analysis and writing element of the course, we should be in good shape for the next.


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Chief Instructor

#### Attachments (w/original only)

- A. Student Roster
- B. Course Schedule

#### Distribution:

- Orig. & 1 - DTR
- 1 - C/CS/TR
- 1 - DDP/TRO
- 1 - CI/TRO 
- 1 - R/TR
- 1 - Chrono
- 1 - Course File

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